



CITY OF LONG BEACH

LONG BEACH GAS AND OIL DEPARTMENT

OIL OPERATIONS BUREAU

Accounting Clerk III **(Promotional/Transfer Opportunity)** **\$14.25 - \$19.46 Per Hour**

The Long Beach Gas and Oil Department has an immediate opening for a full-time classified Accounting Clerk III in its Oil Operations Bureau. This position provides support to the Bureau's accounting section and reports to the Senior Accountant.

Responsibilities Include:

- Perform various clerical accounting duties in the preparation, processing and maintenance of accounting records;
- Prepare Direct Purchase Orders, Blanket POs, Blanket PO releases as well as PO renewals, PO change orders and requisitions for goods and services;
- Review invoices for accuracy and certify invoices for payment, process direct payments, assist in the resolution of audit exceptions, obtain vendor price quotes, and work with vendors to resolve billing errors;
- Prepare monthly billing to contractors;
- Responsible for handling cash receipts, including preparation and delivery of bank deposits;
- Prepare Journal Vouchers, Deposit Receipts of incoming wires, and Wire Transfers to contractors;
- Imprest cash and checking account custodian, including reconciliations;
- Assist accounting staff with research and analysis of GL and subsidiary account balances;
- Perform year-end closing procedures for the department to ensure appropriate encumbrances and accounts payables are created and that all year-end deadlines are met;
- Prepare correspondence and compile meeting minutes;
- Perform other related duties as assigned.

Desired Qualifications:

- Two years experience as an Accounting Clerk II or III in an increasingly responsible capacity;
- Knowledge of purchasing and procurement policies and procedures;
- Excellent oral and written communication skills;
- Ability to prioritize multiple assignments and meet strict deadlines;
- Proficient with ADPICS, FAMIS, FAACS, Word, Excel, and Lotus Notes software.

Selection Procedures:

The position is open to current Accounting Clerks, current employees with prior Civil Service status as an Accounting Clerk, and individuals reachable on the current Accounting Clerk Civil Service eligible list. The most qualified candidates will be invited to participate in further selection procedures.

Please send a letter of interest and resume with three work-related references no later than **4:30 p.m. on Friday, May 5, 2006** to:

Lennie Arazo, Administrative Officer
Long Beach Gas and Oil Department
211 East Ocean Blvd, Suite 500
Long Beach, CA 90802

The City of Long Beach is an Equal Opportunity Employer. This information is available in an alternate format by request to Sandy Valdez at (562) 570-2555.